

Acceptance and Refusal of Authorisations

National Law: Section 167

National Regulations: Regulations 99, 102, 160, 161, 168 (2)(m)

National Quality Framework: Standard 2.2, 7.1

Policy Statement

Authorisations must be obtained from parent / guardians or authorised nominees in the following circumstances:

- Administering medication to children (regulation 92)
- Children leaving the premises in the care of someone other than the parent (regulation 99)
- Children being taken on excursions (regulation 102)

Goals / What are we going to do?

Our services have the responsibility to protect the health, safety and wellbeing of each child at all times. Educators require parents to authorise the service to take such actions such as give medication or allow to go with specific people at pick up. Therefore, we will;

- Bring to a parent / guardians attention if they have not provided correct authorisations.
- Explain how this lack of authorization will result in the right of refusal.
- Refuse the enrolment until authorisations are completed.

Strategies / How it will be done?

Refusing a written authorisation

On receipt of a written authorisation that does not meet the requirements outlined in the relevant policy, the responsible person in charge will;

- Explain to the parent / guardian that their written authorisation does not meet the legislative and policy guidelines.
- Provide a copy of the policy and ensure they understand the reasons for refusal of the authorisation.
- Request that an alternative written authorisation be provided.
- Follow up with the parent / guardian where required to ensure that written authorisations be obtained.

Monitoring, Evaluation and Review

Parents

- Ensure that you complete and sign ALL sections of your enrolment form BEFORE your child attends the service. Note : The Emergency contact details must be an alternative contact to the parents.
- Update your enrolment form as necessary – only you know when your phone number changes!
- Update educators in relation to changes in any medical conditions, medical plans or ongoing medical requirements.
- Ensure that if medication is required you authorise this in writing, sign and date it for inclusion in your child's medical record.

Educators

- Apply ALL authorisations to the collection of children, administration of medication, excursions and access to records.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child required emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided that parents / guardians are contacted as soon as possible after the medication has been administered.

Management

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.

- Ensure that all parents / guardian have completed their authorised nominee sections of their enrolment form and that the form is signed and dated before the child commences at the service.
- Ensure that authorisations will be retained within the Enrolment Record.
- Apply all authorisations to the collection of children, administration of medication, excursions, access to records and transportation via ambulance.
- From time to time the service educators and management will seek feedback on reviewing this policy this will occur via the service Intra-net system. Educators who fail to engage in providing policy feedback will have that noted on their work plan and encouraged strongly to engage in service improvement.

Sources and Further reading

Education and Care Services National Law Act 2011

Education and Care Services National Regulations 2013

Australian Children’s Education and Care Quality Authority ACECQA www.cecqa.gov.au

Early Childhood Education and Care- Department of Education and Training -

www.deta.qld.gov.au/earlychildhood



Policy review date	Changes	Next Review date
29 th Dec 2018	Stand alone policy created	Jan 2021